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**US Department of Education**

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**FAFSA on the Web Redesign**  
**Detail Design Document: Apply Process**

**Version 1.0**

# Revision History

Date	Version	Description	Author
4/19/2001	1.0	Detail Design – Apply Process	David Williams

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# 1 Introduction

This is the Detailed design Document for the **2001-2002 FAFSA on the Web Redesign(a.k.a. FOTWR)**, a module of the U.S. Department of Education's Web Applications web site (<http://www.fafsa.ed.gov>), which enables students to complete and submit an initial Free Application for Federal Student Aid (FAFSA).

## 2 Object Definitions

This section contains information about the servlet HTML and jsp pages and their elements called under the Form FAFSA site and described by the tables below. This applications module can be accessed through the option for "Entering a FAFSA Online" followed by the option to "Fill Out a FAFSA".

### 2.1 Controller Objects

#### 2.1.1 PathController

This servlet is the entry point to the application and controls the flow of navigation. The control of the navigation is tightly controlled since the user must use the navigation of the page and can not use and browser navigation. The PathController has the following properties and methods:

##### Properties

- CInavState – this is the object that records the navigation during the user's session.

##### Methods

- doGet – calls do Post
- doPost
  - adds the proper objects to the session object if the session is new
  - sets all the properties of the navstate object
  - sends the application to the correct controller (Apply or Signature or ...)
- init – this methods initializes the paths for the pages the first time it is accessed
- isPageConsistent – checks to see if the page variable is available or sends them to the inconsistent\_pages page and explains to the user that they must stick to the pages navigation.
- redr – Used to redirect to the page that is passed in as a parameter

#### 2.1.2 NavState

This is the object that holds the navigation variables for the user's session. It has the following properties:

- iAction – the action chosen by the user. List can be found in the appendix of this document.
- iPage – the page ID. List found in the appendix of this document.
- iSavedPage – the page id of the last page the user was on when they saved the application.
- iStep – the step they were on when they saved the application.
- szDetour – the detour flag.
- szHelpURL – the path to the help file for the page.
- szLanguage – either English or Spanish.

#### 2.1.3 ApplyController

This is the servlet that controls the navigation and flow of the apply process. It has the following methods:

- doPost – this checks the action selected by the user and calls the method to deal with the action
- exit – this method takes care of calling the save application process before directing the user to an exit page.
- next – this method calls the method for the page that the user is coming from. It calls the method that corresponds to the page through the use of a switch statement.
- noop – this method is the default method if there is no navigation data set for the session. It checks if there is any stdata in the request object (user is coming from the PIN site) and decrypts that if necessary. Then is directs the user to the YES or NO PIN pages.
- prev – this method takes in the page the user is coming from and moves then back one. It finds the previous page using a switch statement and then redirects the user to that page.

- save – this methods saves the application data in the temporary database and then redirects the user to the Filloutapp\_Save\_app page.
- a method for each page that submits information – individual method for each page that the user is coming from.

#### 2.1.4 School Controller

This is the servlet that controls the navigation and flow of the school code search. It has the following methods:

- delt – this method removes the selected school from the vector of school beans in the formapplybean and then directs the user to the filloutapp\_Step6h page.
- doPost – this method initializes the school bean vector if it does not exist and then directs the user to the correct operation based on the action the user has requested. It uses a switch statement to call the proper method based on the action. It also checks to see if the navigation is consistent with the page navigation. The user is directed to the PageInconsistency page if there is any navigation problems.
- next – calls the method that processes the search/verify functionality and then directs the user to filloutapp\_step6h page.
- noop – this function is the default function if no navigation is present. It checks to see if there was any search or verify specified by the user and takes care of the functionality if needed. It also looks for the detour flag to see if the user wants to move on to the next step.
- srch – this method checks the page that the user is coming from and directs the flow to the correct function to deal with page.
- subm – this calls a function called processSchoolBeansChecked that adds the selected schools to the user by adding then to the vector of school beans in the formapplybean. It then directs the user to the first page, Filloutapp\_step6a or the last page, Filloutapp\_step6h depending on if the detour flag is set or not.
- vrfy – this method checks to see which page the user tried to verify from and then calls the function based on the page to take care of the verification processing. It then directs the user to the same page they came from with the results displayed.
- a method for each action that the user can request. An individual method to handle searching, verifying, etc. depending on the page.

#### 2.1.5 Drug Controller

This is the servlet that controls the navigation and flow of the drug conviction worksheet. It has the following properties and methods:

Properties:

- First\_date – Used to calculate the eligibility of the individual
- Last\_date – Used to calculate the eligibility of the individual

Methods

- doPost – this method initializes the drug bean if it has not been accessed before and then it directs the flow to the appropriate function based on the action requested by the user. It uses a switch statement to control this.
- next – this method looks at the page that the user is coming from and directs them to the appropriate function to deal with the functionality. It uses a switch statement to control this.
- noop – this is the default if no navigation is present. This method checks the detour flag to see if the user wants to enter the drug controller or to continue on in the application process.
- prev – this method looks at the page that the user is coming from and redirects them to the previous page based on a switch statement.
- a method for each page that submits information – individual method for each page that the user is coming from.

#### 2.1.6 Drug Bean

This is the object that holds the information about the drug conviction worksheet. It has the following properties and methods:

Properties:

- PosConvictions (int) – the number of possession convictions.
- SelConvictions (int) – the number of selling convictions.
- PosDate (Gregorian Calendar) – the date of last possession conviction

- SelDate (Gregorian Calendar) – the date of last selling conviction
- ElgDate (Gregorian Calendar) – the date of eligibility for fafsa
- ElgState (int) – if the user is eligible or not
- Convicted (int) – number of convictions
- Rehabilitated (int) – if the user was rehabilitated or not
- Removed (int) – if the convictions were removed from their record or not

Methods:

- Reconcile – the logic behind if a user is eligible or when they are to become eligible.

### 2.1.7 Form Apply Bean

This object holds all the the properties to contain the data for the questions that the user answers in the apply process. A complete list of these fields can be found in the appendix of this document.

## 2.2 Completing a FAFSA

### 2.2.1 Fill Out FAFSA - Complete001.htm – Secure

Control Type	Text or Description	Action
N/A	<p><b>2.3 Completing a FAFSA Overview</b></p> <p>Congratulations! You're ready to begin filling out a FAFSA on the Web. You've gathered the documents you'll need. Now you can discover some of the time saving benefits of applying online:</p> <ul style="list-style-type: none"> <li>▪ Get both general and specific help for each page of the application as you go</li> <li>▪ Access worksheets that automatically calculate and enter information for you</li> <li>▪ Save your application at any time</li> <li>▪ Read FAQs about the application from other students like you</li> <li>▪ Electronically sign your FAFSA on the Web</li> </ul> <div> <p><b>Which FAFSA do you want to complete?</b></p> <p>First Time FAFSA on the Web <b>Start</b> ▶</p> <p>Renewal FAFSA on the Web <b>Start</b> ▶</p> <p>Make Corrections to a Submitted FAFSA <b>Start</b> ▶</p> <p>Open Your Saved FAFSA/Renewal FAFSA/Corrections on the Web <b>Start</b> ▶</p> </div> <p>Please check the browser requirements before beginning your FAFSA on the Web.</p> <p>Download non-submittable worksheet: pre-</p>	<p>Links:</p> <ul style="list-style-type: none"> <li>• Start 1 -&gt; Complete013.htm</li> <li>• Start 2 -&gt; Beginning of renewal</li> <li>• Start 3 -&gt; Beginning of corrections</li> <li>• Start 4 -&gt; Restore a saved FAFSA</li> <li>• Browser Requirements -&gt; CompleterBrowser_Req.htm</li> <li>• Pre-FAFSA Worksheet -&gt; pre-FAFSA Worksheet.pdf</li> <li>• Need help on this page -&gt;</li> </ul>

	FAFSA_worksheet.pdf	
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### 2.3.1 Fill Out FAFSA - Complete013.htm – Secure

Control Type	Text or Description	Action
N/A	<p><b>2.4 Fill Out Your FAFSA</b></p> <p>You may use this online application to complete and submit the Free Application for Federal Student Aid on the Web (FAFSA). You may complete and transmit this online form electronically.</p> <div data-bbox="373 669 1032 913"> <div>Which FAFSA do you wish to file?</div> <div> The 2000-2001 School Year (July 1st, 2000 - June 30th, 2001)  The 2001-2002 School Year (July 1st, 2001 - June 30th, 2002) </div> <div>Select</div> </div> <div data-bbox="630 953 789 1001"></div> <p>Please check the browser requirements before beginning your FAFSA on the Web.</p> <p>Download non-submittable worksheet: pre-FAFSA_worksheet.pdf</p> <div data-bbox="378 1190 751 1274"></div>	Links to the selected FAFSA.

### 2.4.1 Fill Out FAFSA - Complete013\_2.htm – Secure

Control Type	Text or Description	Action
N/A	<p><b>2.5 Fill Out Your FAFSA</b></p> <p>If you have a PIN from the U.S. Department of Education, you can use it to electronically sign your application now. This is the fastest way to submit your application.</p> <p>If you do not have a PIN, you can apply for one at <a href="http://www.pin.ed.gov">www.pin.ed.gov</a>. However, it will take 7-10 days for your PIN to arrive in the mail. If there are student aid deadlines approaching, you should fill out this for now and print submit a paper signature page at the end of this application rather than applying for a PIN.</p>	Links to external PIN site if YES is selected and then back to CompleteYES_PIN.htm. If NO, then CompleteNo_PIN.htm



	<p>Before starting your FAFSA please answer whether or not you have a PIN and select <b>Next</b>.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; background-color: black; color: white; padding: 5px;"><b>Do you currently have a PIN?</b></p> <div style="text-align: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px 10px;">Select</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; vertical-align: middle; margin-left: 5px;"></div> </div> </div> <div style="border: 1px solid black; width: 100px; height: 20px; margin: 10px auto; margin-top: 20px;"></div> <div style="border: 1px solid black; width: 230px; height: 35px; margin: 10px auto; margin-top: 20px;"></div>	
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### 2.5.1 Fill Out FAFSA - CompleteYES\_PIN.htm – Secure

Control Type	Text or Description	Action
Heading	<p><b>2.6 Fill Out Your FAFSA</b></p> <p>We will automatically save your application data to our secure database. To do so we need the following information. Once this information is entered, you will not be able to change it within the application. If you've entered this information incorrectly, you will need to begin a new application.</p> <p><b>You must remember your password</b> to retrieve your saved application. This is to protect you and your information.</p> <p>Complete the following questions and select <b>Next</b>.</p>	N/A
	Line separator	N/A
	<b>What is your Social Security Number? (Followed by read-only answer)</b>	
	<b>What is your Date of Birth? (Followed by read-only answer)</b>	
	Line separator	N/A
Text	<b>What are the first two (2) letters of your last name?</b>	
	Line separator	N/A
Text	<p><b>Enter Password&lt; (4 to 8 characters):</b></p> <p>If you forget your password, you cannot retrieve the FAFSA you saved! Neither Customer Service nor the U.S. Department of Education has a record of your password.</p>	
	Line separator	N/A
Text	<b>Re-enter Password:</b>	
Text	<b>What is your Date of Birth?</b>	

## 2.6.1 Fill Out FAFSA - CompleteNO\_PIN.htm – Secure

Control Type	Text or Description	Action
Heading	<div>Form Approved OMB No. 1845-0001 App. Exp. 6/30/02</div> <h3>2.7 Fill Out Your FAFSA</h3> <p>We will automatically save your application data to our secure database. To do so we need the following information. Once this information is entered, you will not be able to change it within the application. If you've entered this information incorrectly, you will need to begin a new application.</p> <p><b>You must remember your password</b> to retrieve your saved application. This is to protect you and your information.</p> <p>Complete the following questions and select <b>Next</b>.</p>	N/A
	Line separator	N/A
Text	<b>What is your Social Security Number?</b>	
	Line separator	N/A
Text	<b>What is your Date of Birth?</b>	
	Line separator	N/A
Text	<b>What are the first two (2) letters of your last name?</b>	
	Line separator	N/A
Text	<b>Enter Password&lt; (4 to 8 characters):</b> If you forget your password, you cannot retrieve the FAFSA you saved! Neither Customer Service nor the U.S. Department of Education has a record of your password.	
	Line separator	N/A
Text	<b>Re-enter Password:</b>	

## 2.7.1 Fill Out FAFSA - FilloutapplIntro.htm – Secure

Control Type	Text or Description	Action
Heading	<p>Skip introduction and begin filling out FAFSA on the Web &gt;&gt;</p> <p><b>Please read the following information before beginning FAFSA on the Web.</b></p> <ul style="list-style-type: none"> <li>▪ What is FAFSA on the Web?</li> <li>▪ How many steps does it take to complete?</li> <li>▪ How long will it take to complete?</li> <li>▪ What documents do I need to complete my FAFSA?</li> <li>▪ FAFSA on the Web Security and Privacy</li> </ul>	<p>Links:</p> <ul style="list-style-type: none"> <li>• Skip ... -&gt; Begin filling out FAFSA.</li> <li>• What is FAFSA ... -&gt;</li> <li>• How many steps ... -&gt;</li> <li>• How long will ... -&gt;</li> <li>• What documents do I ... -&gt;</li> <li>• FAFSA on the web .... -&gt;</li> <li>• Site availability -&gt;</li> <li>• Discover your opp....-&gt;</li> <li>• Return to top -&gt; bookmark to top of page</li> <li>• Documents needed -&gt;</li> <li>• Read more about ... -&gt;</li> </ul>

- **Site Availability**

**What is FAFSA on the Web?**

You may use the FAFSA to complete and submit the 2001 - 2002 Free Application for Federal Student Aid (FAFSA). For more information about the student aid programs that are available through the federal government and other sources, go to Discover Your Opportunities?

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**How many steps does it take to complete?**

The 2001-2002 FAFSA on the Web consists of 10 steps:

Step 1: Provide Information About You - *required for all students*

Step 2: Provide Your Financial Information - *required for all students*

Step 3: Indicate Your Student Status - *required for all students*

Step 4: Provide Parents' Information - *required for students considered dependent, and optional for the independent students*

Step 5: Provide Your Household Information - *required for students considered independent*

Step 6: Indicate Which Schools Should Receive Your Information - *required for all students*

Step 7: Provide Preparer Information- *required for all students who received help completing FAFSA from a preparer*

Step 8: Review Completed FAFSA

Step 9: Provide Signatures

Step 10: Submit Your FAFSA

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**How long will it take to complete?**

Your FAFSA should take less than one hour to complete depending on your answers and whether or not you have the necessary information available. You don't have to complete your FAFSA all at one time, you can save your application for later whenever you want.

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**What documents do I need to complete my FAFSA?**

If you have not done so already, please review Documents Needed. In addition, you are reminded about any required documents at the beginning of each step of the FAFSA.

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**FAFSA on the Web Security and Privacy**

Advanced technology ensures that your personal information is kept safe and private. Read more about FAFSA on the Web Security & Privacy.

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**Site Availability**

Due to server maintenance, all applications, as well as, Application Status Check, Duplicate SAR Request, Electronic Signatures and Federal School Code Search are unavailable every Sunday from 6 A.M. to noon (Central Standard Time).

	<p>We apologize for any inconvenience this may cause.</p> <p>Return to top</p>	
	<input type="text"/>	

## 2.7.2 Fill Out FAFSA - Filloutapp\_Screenreader.htm – Secure

Control Type	Text or Description	Action
Headline	<p>FAFSA on the Web has been designed to allow blind and low-vision users to complete the application independently using a web browser and screen reader software.</p> <p>Will you be using a screen reader to complete your FAFSA on the Web?</p> <p><input type="text"/></p>	N/A

## 2.8 Step One: Entry Questions

Descriptions for the following column headings are:

Control Type = The text in this column is how the data in the Text or Description column is displayed on screen to the user. If there is an associated entry box displayed to the user, Control Type will describe how the entry box will be displayed. Note: The default value for all drop-down boxes is "Select Here". If the dropdown box allows 'blank' as valid field content, then "Select" will be displayed to the user and 'blank' will be passed to the database.

Text or Description = The text in this column is the text as it is displayed on screen to the user.

Action = The text in this column is the valid content allowed for that field. In some cases a specific page edit is performed on a field or fields. Field Length = The number in this column is the size of the field. Blank is assumed as a valid entry unless noted otherwise.

### 2.8.1 Fill Out FAFSA - Filloutapp\_Step1a.jsp – Secure

Control Type	Text or Description	Action	Field Length
Headline	2001-2002 FAFSA on the Web	N/A	N/A
N/A	Line separator	N/A	N/A
N/A	<p>Step 1 questions relate to your personal demographic and marital status information, as well as school related and financial aid eligibility information that applies to you (the Student).</p> <p><b>Before you begin Step 1, make sure you have...</b></p> <ul style="list-style-type: none"> <li>Your Driver's license number and</li> </ul>	"documentation/materials" links to a help topic	

	<p>state (if any)</p> <ul style="list-style-type: none"> <li>Your Alien Registration Number (if you are an eligible non-citizen)</li> </ul> <p><b>If you have these, you are ready to begin Step 1. Please answer the following questions:</b></p>		
Text	1. Last Name:	ISNAME()	16
Text	2. First Name:	ISNAME()	12
Text	3. Middle Initial:	ISMIDDLEINITIAL()	1
Text	4. Permanent Street Address: (Only use letters (A-Z), numbers (0-9), periods (.), commas (,), apostrophes ('), dashes (-), number symbols (#), at symbols (@), percent symbols (%), ampersands (&), slashes (/), or blanks (spaces). No other characters are allowed. Use street address abbreviations such as APT (apartment) or AVE (avenue) if the address extends beyond the space provided.)	ISADDRESS()  If Street Address is not provided, a Java Script dialog window warns the user with the message "It is important for you to provide a permanent street address so that we can mail you your Student Aid Report once we have processed your application." The window will only warn the user once and will contain an OK button.	35
Text	5. City (and Country if not U.S.):	ISCITY()	16
Dropdown	6. State:	States are displayed as full state name in Glossary	2
Text	7. Zip Code:	ISZIPCODE()	5
Text	8. Your Social Security Number: (Data can not be entered in this field.)	N/A – Data can not be entered in this field (Read Only)	9

## 2.8.2 Fill Out FAFSA - Filloutapp\_step1b.jsp – Secure

Control Type	Text or Description	Action	Field Length
Text	9. Your date of birth: (Data can not be entered in this field.)	N/A – Data can not be entered in this field (Read Only)	8
3 Text	10. Your permanent telephone number: (Please give your telephone area code first. Enter the numbers, without parentheses or dashes. For example, 2025551212.)	ISAREACODE(), ISPREFIX(), ISEXTENSION()	10
Text	11. Your driver's license number (if any):	isDriversLicenseNumber()	20
Dropdown	12. Driver's license state:	Displayed as full state name in glossary	2
Dropdown	13. Are you a U.S. citizen?	1 = Yes, I am a U.S. citizen 2 = No, but I am an eligible noncitizen 3 = No I am not a citizen or eligible noncitizen isSelected()	1
Text	14. Alien Registration Number: (Your Alien Registration Number can be either 8 or 9 numbers. If your Alien Registration Number is 8 numbers, please enter a zero (0) before your Alien Registration Number.)	ISARN()	9
Radio buttons	15. What is your marital status as of today?	1 = I am single, divorced, or widowed 2 = I am married/remarried 3 = I am separated isChecked()	1
Text	16. Month and year you were married, separated, divorced, or widowed: (If divorced, use date of divorce or separation, whichever is earlier. Please enter this date in "mm/ccyy" format. Be sure to include the slash. For example, 08/1996)	isMonthYear()	7
Radio buttons	<b>Are you an "early analysis" student?</b>  Answer "No" to this question if you plan on attending college during the 2001-2002 school year.	1 – no 2 – yes	1

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### 2.8.3 Fill Out FAFSA - Filloutapp\_step1c.jsp – Secure

Control Type	Text or Description	Action	Field Length
Dropdown	17. Expected enrollment status for Summer 2001:	1 = Full time/Not sure 2 = ¾ time 3 = Half time 4 = Less than half time 5 = Not attending	1
Dropdown	18. Expected enrollment status for Fall 2001:	1 = Full time/Not sure 2 = ¾ time 3 = Half time 4 = Less than half time 5 = Not attending	1
Dropdown	19. Expected enrollment status for Winter 2001-2002:	1 = Full time/Not sure 2 = ¾ time 3 = Half time 4 = Less than half time 5 = Not attending	1
Dropdown	20. Expected enrollment status for Spring 2002:	1 = Full time/Not sure 2 = ¾ time 3 = Half time 4 = Less than half time 5 = Not attending	1
Dropdown	21. Expected enrollment status for Summer 2002:	1 = Full time/Not sure 2 = ¾ time 3 = Half time 4 = Less than half time 5 = Not attending	1
Dropdown	22. Highest school your father completed:	1 = Middle school/Jr. High 2 = High school 3 = College or beyond 4 = Other/unknown	1
Dropdown	23. Highest school your mother completed:	1 = Middle school/Jr. High 2 = High school 3 = College or beyond 4 = Other/unknown	1
Dropdown	24. What is your state of legal residence:	IsSelected()	2
Dropdown	25. Did you become a legal resident of this state before January 1, 1996?	1 = Yes 2 = No	1
Text	26. If the answer to question 25 is "No," give month and year you became a legal resident: (Please enter this date in "mm" and "ccyy" format. For example, 12 and 1997.)	N/A  (Displayed to the user as two text boxes; 2 characters for MM and 4 characters for CCYY, with the text 'Month:' and 'Year:' before the appropriate text box.)	N/A
Text	Month:		2
Text	Year:		4

### 2.8.4 Fill Out FAFSA - Filloutapp\_step1cx.jsp – Secure

Control Type	Text or Description	Action	Field Length
Dropdown	22. Highest school your father completed:	1 = Middle school/Jr. High 2 = High school 3 = College or beyond 4 = Other/unknown	1

Dropdown	23. Highest school your mother completed:	1 = Middle school/Jr. High 2 = High school 3 = College or beyond 4 = Other/unknown	1
Dropdown	24. What is your state of legal residence:	States are displayed as full state name in glossary	2
Dropdown	25. Did you become a legal resident of this state before January 1, 1996?	1 = Yes 2 = No	1
Text	26. If the answer to question 25 is "No," give month and year you became a legal resident: (Please enter this date in "mm" and "ccyy" format. For example, 12 and 1997.)	N/A  (Displayed to the user as two text boxes: 2 characters for MM and 4 characters for CCYY, with the text 'Month:' and 'Year:' before the appropriate text box.)	N/A
Text	Month:		2
Text	Year:		4

## 2.8.5 Fill Out FAFSA - Filloutapp\_step1d – Secure

Control Type	Text or Description	Action	Field Length
Radio buttons	27. Are you male? (Most male students must register with Selective Service to get federal aid.)	1 = Yes 2 = No	1
Radion buttons	28. If you are male (age 18-25) and not registered, do you want Selective Service to register you?	1 = Yes 2 = No	1
Dropdown	29. What degree or certificate will you be working on during 2001-2002?	1 = 1 <sup>st</sup> bachelor's degree 2 = 2 <sup>nd</sup> bachelor's degree 3 = Associate degree (occupational or technical) 4 = Associate degree (general education/transfer) 5 = Certificate/diploma for less than 2 yr. program 6 = Certificate/diploma for 2 yr. program 7 = Teaching credential program 8 = Graduate/professional degree 9 = Other/undecided	1
Dropdown	30. What will be your grade level when you begin the 2001-2002 school year?	0 = 1 <sup>st</sup> yr./never attended college 1 = 1 <sup>st</sup> yr./attended college before 2 = 2 <sup>nd</sup> yr./sophomore 3 = 3 <sup>rd</sup> yr./junior 4 = 4 <sup>th</sup> yr./senior 5 = 5 <sup>th</sup> yr./other undergraduate 6 = 1 <sup>st</sup> yr. graduate/professional 7 = Continuing graduate/professional or beyond isSelected()	1
Radio buttons	31. Will you have a high school diploma or GED before you enroll?	1 = Yes 2 = No	1
Radion buttons	32. Will you have your first bachelor's degree before July 1, 2001?	1 = Yes 2 = No	1
Radio buttons	33. In addition to grants, are you interested in student loans (which you must pay back)?	1 = Yes 2 = No	1
Radio buttons	34. In addition to grants, are you interested in "work-study" (which you earn through work)?	1 = Yes 2 = No	1
Radio Buttons	<b>35. Have you ever been convicted of possessing or selling illegal drugs?</b>  A federal law suspends federal student aid eligibility for students convicted under federal or state law of possession or sale of drugs (not including alcohol and tobacco). If you answer, "Yes" to this question, the Question 35 Worksheet will help you determine whether this law affects your eligibility for federal student aid.  Count only federal or state convictions. Do not count convictions that have	1 = Yes 2 = No isSelected()	1

been removed from your record. **Do not count** convictions that occurred before you turned 18, unless you were tried as an adult.

## 2.8.6 Drug Conviction Worksheet skip logic

For further information refer to the DDD\_FOTW\_Drug Conviction Worksheet.doc

## 2.9 Step Two: 2000 Income and Assets for Student (and Spouse), Entry Questions

### 2.9.1 Fill Out FAFSA - (Filloutapp\_Step2a.jsp – Secure)

Control Type	Text or Description	Action	Field Length
N/A	<p>Step 2 questions relate to your (and your spouse's) income and tax information for the 2000 fiscal year. You do not have to have filed your Income Tax Return Form before filling out this application. However, if you have already completed your 2000 tax form, it will help you complete this section much more accurately and quickly.</p> <p><b>Before you begin Step 2, make sure you have...</b></p> <ul style="list-style-type: none"> <li>▪ Your 2000 tax return (if completed)</li> <li>▪ Your 2000 W-2 forms</li> <li>▪ Any other financial records for 2000</li> </ul> <p><b>If you have these, you are ready to begin Step 2. Please answer the following questions:</b></p>	"documentation/materials" links to a help topic.	N/A
Radio buttons	36. For 2000, have you (the student) completed your IRS income tax return or another tax return? (If you will not file a 2000 IRS tax return, questions 37-41 will be skipped.)	1 = Already completed 2 = Will file 3 = Will not file	1

### 2.9.2 Fill Out FAFSA - (Filloutapp\_Step2b.jsp – Secure)

Control Type	Text or Description	Action	Field Length
Radio buttons	37. What income tax return did you file or will you file for 2000?	1 = IRS 1040 2 = IRS 1040A 2 = IRS 1040EZ 2 = IRS 1040Telefile 3 = A foreign tax return 4 = A Puerto Rican tax return 4 = A Guam tax return 4 = An American Samoa tax return 4 = A Virgin Islands tax return 4 = A Marshall Islands tax return	1



		4 = A Federated States of Micronesia tax return 4 = A Palau tax return	
Radion buttons	<p><b>38. If you have filed or will file a 1040, were you eligible to file a 1040A or 1040EZ?</b></p> <p><b>Select Yes</b> if you (and your spouse) filed or will file a 1040 but were eligible to file a 1040A or 1040EZ. In general, you are eligible to file a 1040A or 1040EZ if you:</p> <ul style="list-style-type: none"> <li>· Make less than \$50,000,</li> <li>· Do not itemize deductions,</li> <li>· Do not receive income from your own business or farm,</li> <li>· Do not receive self-employment income, or alimony, and</li> <li>· Are not required to file Schedule D for capital gains.</li> </ul> <p><b>Select No</b> if you (and your spouse) filed or will file a 1040 and were not eligible to file a 1040A or 1040EZ.</p> <p><b>Select Don't Know</b> if you (and your spouse) filed or will file a 1040 and do not know whether you are eligible to file a 1040A or 1040EZ.</p>	1 = Yes 2 = No 3 = Don't Know	1
Heading	Enter whole dollar amounts in financial fields, and do not use commas.	N/A	N/A
Text	<p>39. What was your (and your spouse's) adjusted gross income for 2000? (See IRS Form 1040–line 33 ; 1040A–line 19; 1040EZ–line 4; or Telefile–line I.)</p> <p>If you have not yet completed your 2000 taxes, select the Income Estimator button and answer the questions on the worksheet that is displayed.</p>	IsUnsignedInteger()	7
Command Button	Income Estimator is included above question 39. To see the details of the Student income estimator refer to the FOTW_DDD_Student Income Estimator.doc	N/A – Displays Student Income Estimator Worksheet	N/A

### 2.9.3 Fill Out FAFSA - (Filloutapp\_Step2c.jsp – Secure)

Control Type	Text or Description	Action	Field Length
Text	<p>40. Enter the total amount of your (and your spouse's) income tax for 2000:</p> <p><b>You can find this information on the following tax forms:</b></p> <ul style="list-style-type: none"> <li>· IRS Form 1040-line 51;</li> <li>· 1040A-line 33;</li> <li>· 1040EZ-line 10; or</li> <li>· Telefile-line K.</li> </ul>	IsUnsignedInteger()	5
Text	<b>41. Enter your (and your spouse's) exemptions for 2000:</b>	*1040EZ or Telefile – see online help* links to a help topic.	2

	<b>You can find this information on the following tax forms:</b> <ul style="list-style-type: none"> <li>· IRS Form 1040-line 6d;</li> <li>· 1040A-line 6d; or</li> <li>· 1040EZ or Telefile</li> </ul>	IsUnsignedInteger()	
Heading	Enter whole dollar amounts in financial fields, and do not use commas.	N/A	N/A
Text	42. How much did you earn from working in 2000? Answer this question whether or not you filed a tax return: <p><b>You can find this information on the following forms:</b></p> <ul style="list-style-type: none"> <li>· 2000 W-2 Forms, or</li> <li>· IRS Form 1040-lines 7 + 12 + 18 and;</li> <li>· 1040A-line 7; or</li> <li>· 1040EZ-line 1.</li> <li>· Telefilers should use their W2.</li> </ul>	IsUnsignedInteger()	7
Text	43. How much did your spouse earn from working in 2000? Answer this question whether or not your spouse filed a tax return: <p><b>You can find this information on the following forms:</b></p> <ul style="list-style-type: none"> <li>· 2000 W-2 Forms, or</li> <li>· IRS Form 1040-lines 7 + 12 + 18 and;</li> <li>· 1040A-line 7; or</li> <li>· 1040EZ-line 1.</li> <li>· Telefilers should use their W2.</li> </ul>	IsUnsignedInteger()	7

#### 2.9.4 Fill Out FAFSA - page (Filloutapp\_Step2cx.jsp – Secure)

Control Type	Text or Description	Action	Field Length
Heading	<i><b>Because you (the student) will not file a 2000 tax return, you do not need to complete questions 37- 41. Please continue on to Question 42.</b></i>	N/A	N/A
Heading	Enter whole dollar amounts in financial fields, and do not use commas.	N/A	N/A
Text	42. How much did you earn from working in 2000? Answer this question whether or not you filed a tax return:	IsUnsignedInteger()	7

	<p><b>You can find this information on the following forms:</b></p> <ul style="list-style-type: none"> <li>· 2000 W-2 Forms, or</li> <li>· IRS Form 1040-lines 7 + 12 + 18 and;</li> <li>· 1040A-line 7; or</li> <li>· 1040EZ-line 1.</li> <li>· Telefilers should use their W2.</li> </ul>		
Text	<p>43. How much did your spouse earn from working in 2000? Answer this question whether or not your spouse filed a tax return:</p> <p><b>You can find this information on the following forms:</b></p> <ul style="list-style-type: none"> <li>· 2000 W-2 Forms, or</li> <li>· IRS Form 1040-lines 7 + 12 + 18 and;</li> <li>· 1040A-line 7; or</li> <li>· 1040EZ-line 1.</li> <li>· Telefilers should use their W2.</li> </ul>	IsUnsignedInteger()	7

## 2.9.5 Fill Out FAFSA - Student's Worksheet A, B and C (questions 44, 45 and 46; executes WSA, WSB, and WSC)

The Student's Worksheets A, B and C are documented in the following documents:

- FOTW\_DDD\_WorksheetA.doc
- FOTW\_DDD\_WorksheetB.doc
- FOTW\_DDD\_WorksheetC.doc

## 2.9.6 Fill Out FAFSA - Filloutapp\_Step2g.,jsp – Secure

Control Type	Text or Description	Action	Field Length
Heading	Enter whole dollar amounts in financial fields, and do not use commas.	N/A	N/A
Text	<p><b>47. As of today, what is the net worth of your (and spouse's) current investments?</b></p> <p>Net worth means current value minus debt. If net worth is one million or more, enter \$999,999. If net worth is negative, enter 0.</p> <p><b>Investments include</b> real state (do not include the home you live in), trust funds, money market funds, mutual funds, certificates of deposit, stocks, stock options, bonds, other securities, education IRAs, installment and land sale contracts (including mortgages held), commodities, etc. Investments value includes the market value of those investments as of today. Investment debt means only those debts that are related to the investments.</p>	IsUnsignedInteger()	6

	<b>Investments do not include</b> the home you live in, cash, savings, checking accounts, the value of life insurance and retirement plans (pension funds, annuities, non-Education IRAs, Keogh plans, etc.), or the value of prepaid tuition plans.		
Text	48. As of today, what is the net worth of your (and spouse's) current <b>businesses and/or investment farms</b> ? Do not include a farm that you live on and operate. Net worth means current value minus debt. If net worth is one million or more, enter \$999,999. If net worth is negative, enter 0. <b>Business and/or investment farm value includes</b> the market value of land, buildings, machinery, equipment, inventory, etc. Business and/or investment farm debt means only those debts for which the business or investment farm was used as collateral.	IsUnsignedInteger()	6
Text	49. As of today, what is your (and spouse's) total current balance of cash, savings, and checking accounts?	IsUnsignedInteger()	6
Text	50. If you receive veterans education benefits, for <b>how many months</b> from July 1, 2001 through June 30, 2002 will you receive these benefits?	IsUnsignedInteger()	2
Text	51. <b>What amount</b> of veteran education benefits will you receive per month? (Do not include your spouse's veteran education benefits.)	IsUnsignedInteger()	3

## 2.10 Step Three: Dependency Status, Entry Questions

### 2.10.1 Fill Out FAFSA - Filloutapp\_step3a.jsp– Secure

Control Type	Text or Description	Action	Field Length
N/A	Step Three questions determine your dependency status, i.e., whether you are considered a legal dependent to your parent(s), or an independent student. There are a total of seven questions that determine your dependency status. The status dictates whether you need to provide parental data, or if you are exempt from it. Select this link if you want to find out what <u>documentation/materials</u> are needed to successfully complete this step of the application.	"documentation/materials" links to a help topic.	N/A
Radio buttons	52. Were you born before January 1, 1978?	1 = Yes 2 = No isChecked()	1
Radio buttons	53. Will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, or Ph.D., etc.) during the school year 2001-2002?	1 = Yes 2 = No isChecked()	1

Radio buttons	54. As of today, are you married? (Answer "Yes" if you are separated but not divorced.)	1 = Yes 2 = No isChecked()	1
Radio buttons	55. Do you have children who receive more than half of their support from you?	1 = Yes 2 = No isChecked()	1
Radio buttons	56. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2002?	1 = Yes 2 = No isChecked()	
Radio buttons	57. Are you an orphan or ward of the court, or were you a ward of the court until age 18?	1 = Yes 2 = No isChecked()	1
Radio buttons	58. Are you a veteran of the U.S. Armed Forces?	1 = Yes 2 = No isChecked()	1

## 2.10.2 Fill Out FAFSA - Filloutapp\_Step3b.jsp – Secure

Control Type	Text or Description	Action	Field Length
Radio buttons	<p>Because you have answered "Yes" to at least one of the questions in Step Three, we've determined that you are considered an "independent" student and therefore you don't have to answer any questions about your <u>parent(s)</u>. Unless you tell us otherwise, we'll only ask questions about you the rest of the way.</p> <p>There are a couple of reasons why you might want to answer some questions about your parent(s). If you're a <u>graduate health profession student</u> (such as a medical or nursing student), or you attend a college that requires parental information from all students, you can choose to answer questions about your parents.</p> <p>Do you want to answer questions about your parents?</p>	1 = Yes(Step 4) 2 = No (will skip to Step 5)	1

## 2.10.3 Fill Out FAFSA - Filloutapp\_Step3bx.jsp – Secure

Control Type	Text or Description	Action	Field Length
Heading	<p>Because you have answered "No" to all Questions in Step 3, we've determined that you are considered a <b>"dependent"</b> student, please continue to Step 4 of this application to provide information about your parent(s).</p>	N/A	N/A

## 2.11 Step Four: 2000 Parental Information, Entry Questions

### 2.11.1 Fill Out FAFSA - Filloutapp\_Step4a.jsp– Secure

Control Type	Text or Description	Action	Field Length
--------------	---------------------	--------	--------------

N/A	<p>Step 4 asks for information about your parents in reference to the year 2000. This information is required for students considered dependent, and optional for the independent students. A student is identified as being dependent if he/she has answered "No" to every question in Step 3.</p> <p>Select the "Need help with this page?" link for assistance if you are not sure who should provide parental information in this Step. Your parents do not have to file their Income Tax Return Form before filling out this Step. However, if they have already completed their 2000 tax form, it will help complete this section much more accurately and faster.</p> <p><b>Before you begin Step 4, make sure you have...</b></p> <ul style="list-style-type: none"> <li>• Your Parents Social Security Number(s)</li> <li>• Your Parents 2000 tax return (if completed)</li> <li>• Your Parents 2000 W-2 form(s)</li> <li>• Any other of your Parents financial records for 2000</li> </ul> <p>If you have these, you are ready to begin Step 4. Please answer the following questions:</p>	"parent" and "documentation/materials" link to a help topic.	N/A
Radio buttons	59. What is your parents' marital status as of today?	1 = Married/Remarried 2 = Single 3 = Divorced/Separated 4 = Widowed	1
Text	60. What is your father's/stepfather's Social Security Number? (Please enter just the numbers, without the dashes. For example, 123456789.)	IsSSN()	9
Text	61. What is your father's/stepfather's last name?	IsName()	16
Text	62. What is your mother's/stepmother's Social Security Number? (Enter just the numbers, without the dashes. For example, 123456789.)	IsSSN()	9
Text	63. What is your mother's/stepmother's last name?	IsName()	16

### 2.11.2 2000 Parental Information (question 64; execute Parent Household Worksheet)

Parental Family Size Worksheet is documented in the FOTW\_DDD\_Parent Household Worksheet.doc document.

### 2.11.3 2000 Parental Information (Filloutapp\_Step4c.jsp – Secure)

Control Type	Text or Description	Action	Field
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			Length
Dropdown	66. What is your parents' state of legal residence?	States are displayed as full state name in glossary	2
Radio buttons	67. Did your parents become legal residents of the state in question 66 before January 1, 1996?	1 = Yes 2 = No	1
Text	68. If the answer to question 67 is "No," give the month and year legal residency began for the parent who has lived in the state the longest: (Please enter this date in "mm" and "ccyy" format. For example, 12 and 1967.)	N/A  (Displayed to the user as two text boxes; 2 characters for MM and 4 characters for CCYY, with the text 'Month:' and 'Year:' before the appropriate text box.)	N/A
Text	Month:	IsMonthYear()	2
Text	Year:		4
Text	69. What is the age of your older Parent?	IsSignedInteger()	2
Radio buttons	70. For 2000, have your parents completed their IRS income tax return or another tax return? (If your parents will not file a 2000 tax return, questions 71-75 will be skipped.)	1 = Already completed 2 = Will file 3 = Will no file	1

#### 2.11.4 Fill Out FAFSA - Filloutapp\_Step4d.jsp – Secure

Control Type	Text or Description	Action	Field Length
Dropdown	71. What income tax return did your parents file or will they file for 2000?	1 = IRS 1040 2 = IRS 1040A 2 = IRS 1040EZ 2 = IRS 1040Telefile 3 = A foreign tax return 4 = A Puerto Rican tax return 4 = A Guam tax return 4 = An American Samoa tax return 4 = A Virgin Islands tax return 4 = A Marshall Islands tax return 4 = A Federated States of Micronesia tax return 4 = A Palau tax return	1
Dropdown	72. If your parents have filed or will file a 1040, were they eligible to file a 1040A or 1040EZ?  Select <b>Yes</b> if your parents filed or will file a 1040 but were eligible to file a 1040A or 1040EZ. In general, they are eligible to file a 1040A or 1040EZ if they:  <ul style="list-style-type: none"> <li>• Make less than \$50,000,</li> <li>• Do not itemize deductions,</li> <li>• Do not receive income from their own business or farm,</li> <li>• Do not receive self-employment income, or alimony, and</li> <li>• Are not required to file Schedule D for capital gains</li> </ul> Select <b>No</b> if your parents filed or will file a 1040 and were not eligible to file a 1040A or 1040EZ.  Select <b>Don't Know</b> if your parents filed or will file a 1040 and do not know whether they are eligible to file a 1040A or 1040EZ.	1 = Yes 2 = No 3 = Don't Know	1
N/A	Parent Income Estimator	For details see FOTW_DDD_Parent Income Estimator.doc	
Heading	<b>Enter whole dollar amounts in financial fields, and do not use commas.</b>	N/A	N/A
Text	73. What was your parents' adjusted gross income for 2000? (See IRS Form 1040–line 33; 1040A–line 19; 1040EZ–line 4; or Telefile–line I.) If your parents have not yet completed their 2000 taxes, select the Income Estimator button and answer the questions on the worksheet that is displayed.	IsUnsignedInteger()	7

### 2.11.5 Parent's Income Estimator Worksheet (executes WSIncome)

The Parent's Income Estimator Worksheet is documented in DDD\_FOTW\_Parents Income Estimator.doc

### 2.11.6 Fill Out FAFSA - Filloutapp\_Step4e.jsp – Secure

Control Type	Text or Description	Action	Field Length
Text	74. Enter the total amount of our parents' income tax for 2000: (See IRS Form 1040–line 51; 1040A–line 33; 1040EZ–line 10; or Telefile–line K.)	IsUnsignedInteger()	6
Text	75. Enter your parents' exemptions for 2000: (See IRS Form 1040–line 6d; 1040A–line 6d; <a href="#">1040EZ or Telefile – see online help.</a> )	IsUnsignedInteger() "1040EZ or Telefile – see online help" links to a help topic.	2
Heading	<b>Enter whole dollar amounts in financial fields, and do not use commas.</b>	N/A	N/A
Text	76. How much did your father earn from working in 2000? See 2000 W-2 forms or tax returns. Answer this question whether or not your father filed a tax return. (See the 2000 W-2 Forms, or IRS Form 1040–lines 7 + 12 + 18; 1040A–line 7; or 1040EZ–line 1. Telefilers should use their W2.)	IsUnsignedInteger()	7
Text	77. How much did your mother earn from working in 2000? Answer this question whether or not your mother filed a tax return. (See the 2000 W-2 Forms, or IRS Form 1040–lines 7 + 12 + 18; 1040A–line 7; or 1040EZ–line 1. Telefilers should use their W2.)	IsUnsignedInteger()	7

### 2.11.7 Fill Out FAFSA - Filloutapp\_Step4ex.jsp – Secure.

Control Type	Text or Description	Action	Field Length
Heading	<b>Enter whole dollar amounts in financial fields, and do not use commas.</b>	N/A	N/A
Text	76. How much did your father earn from working in 2000? See 2000 W-2 forms or tax returns. Answer this question whether or not your father filed a tax return. (See the 2000 W-2 Forms, or IRS Form 1040–lines 7 + 12 + 18; 1040A–line 7; or 1040EZ–line 1. Telefilers should use their W2.)	IsUnsignedInteger()	7
Text	77. How much did your mother earn from working in 2000? Answer this question whether or not your mother filed a tax return. (See the 2000 W-2 Forms, or IRS Form 1040–lines 7 + 12 + 18; 1040A–line 7; or 1040EZ–line 1. Telefilers should use their W2.)	IsUnsignedInteger()	7

### 2.11.8 Parents' Worksheet A, B and C (questions 78, 79 and 80; executes WSA, WSAB, and WSC)

The Student's Worksheets A, B and C are documented in the following documents:

- FOTW\_DDD\_WorksheetA.doc
- FOTW\_DDD\_WorksheetB.doc
- FOTW\_DDD\_WorksheetC.doc



### 2.11.9 Fill Out FAFSA - Filloutapp\_step4i.jsp – Secure

Control Type	Text or Description	Action	Field Length
Heading	<b>Enter whole dollar amounts in financial fields, and do not use commas.</b>	N/A	N/A
Text	81. As of today, what is the net worth of your parents' current <b>investments</b> ? Net worth means current value minus debt. If net worth is one million or more, enter \$999,999. If net worth is negative, enter 0. <b>Investments include</b> real estate (do not include the home you live in), trust funds, money market funds, mutual funds, certificates of deposit, stocks, stock options, bonds, other securities, education IRAs, installment and land sale contracts (including mortgages held), commodities, etc. Investment value includes the market value of those investments as of today. Investment debt means only those debts that are related to the investments. <b>Investments do not include</b> the home you live in, cash, savings, checking accounts, the value of life insurance and retirement plans (pension funds, annuities, noneducation IRAs, Keogh plans, etc.), or the value of prepaid tuition plans.	IsUnsignedInteger()	6
Text	82. As of today, what is the net worth of your parents' current <b>businesses and/or investment farms</b> ? Do not include a farm that your parents live on and operate. Net worth means current value minus debt. If net worth is one million or more, enter \$999,999. If net worth is negative, enter 0. <b>Business and/or investment farm value includes</b> the market value of land, buildings, machinery, equipment, inventory, etc. Business and/or investment farm debt means only those debts for which the business or investment farm was used as collateral.	IsUnsignedInteger()	6
Text	83. As of today, what is your parents' total current balance of cash, savings, and checking accounts?		6

## 2.12 Step Five: Student Household Information, Entry Questions

### 2.12.1 Fill Out FAFSA - Filloutapp\_step5a.jsp– Secure

Control Type	Text or Description	Action	Field Length
N/A	Student household worksheet	For more information on this refer to the document FOTW_DDD Student Household Worksheet.doc	N/A

### 2.12.2 Fill Out FAFSA - (Filloutapp\_step5ax.jsp– Secure)

Control Type	Text or Description	Action	Field Length
N/A	Because you are classified as a "dependent" student you are not	"documentation/materials" links to a help topic.	N/A

	required to complete Question 84 - 85 that make up Step 5. Please continue on to Step 6.		
--	--	--	--

## 2.13 Step Six: Student's School Information, Entry Questions

### 2.13.1 Fill Out FAFSA - Filloutapp\_Step6a.jsp – Secure

Control Type	Text or Description	Action	Field Length
N/A	<p>Step 6, you can list up to six colleges that you would like to receive your 2001-2002 application information (if you are applying to more than six colleges, please select this link to find out what to do). This information also includes the housing plans you have for attending these colleges. You can add or remove any college codes you wish.</p> <p><b>Before you begin Step 6, make sure you have...</b></p> <ul style="list-style-type: none"> <li>The names and addresses of the college(s) that you would like to receive your 2001-2002 FAFSA results</li> </ul> <p><b>If you have these, you are ready to begin Step 6. Please answer the following questions:</b></p> <p><b>86-97. Please tell us which schools should receive your information.</b></p> <p>Note: You must have at least one Federal School Code entered on your FAFSA application; you may enter up to six schools you wish your information to be sent to.</p>	<p>"link" links to related F&amp;Q  "documentation/materials" links to a help topic.</p>	N/A
Heading	<p><b>OPTION 1: I DO NOT KNOW THE FEDERAL SCHOOL CODES I WISH TO ADD</b></p> <p><b>Use this search if you do not know the Federal School code for the school(s) you wish to enter. Enter keyword and state:</b></p>	N/A	N/A
Text	<p>Enter Keywords or School Name:  The keywords must:</p> <ul style="list-style-type: none"> <li>Have at least three (3) characters.</li> <li>Use only letters (A-Z), periods (.), dashes (-), or apostrophes (').</li> </ul>	N/A	

Text	City:	N/A	
Text	State:	N/A	
Heading	<b>OPTION 2: I KNOW THE FEDERAL SCHOOL CODES I WISH TO ADD</b> Use this option to verify school codes you already know. If you know the federal school codes, then enter school code numbers to verify these are the schools you wish to enter (you may enter up to 6 federal code codes to verify):	N/A	
6 Text	Enter Federal School Code(s): You may enter up to 6 school codes Valid values are: 000000-099999. The first position must be 0 (zero), B, E, or G.	N/A	

### 2.13.2 Fill Out FAFSA - (Filloutapp\_Step6bd.jsp– Secure)

Control Type	Text or Description	Action	Field Length
N/A	<b>86-97. Federal School Codes</b>  Note: You must have at least one Federal School Code entered on your FAFSA application; you may enter up to six schools you wish your information to be sent to.  <b>Results for Keyword/School Search: "Indiana"</b>  Found <b>XX</b> matches: Please select your Housing Plan from the dropdown list.	"documentation/materials" links to a help topic.	N/A
Heading	<b>A d d to m y Li st</b>  <b>Fede ral Scho ol Code</b>  <b>School Name</b>  <b>Housi ng Plan</b>	N/A	N/A
Check box	<b>Text box with school code; Text box with school name; Combo box with housing plan options</b>	Housing options: 1 = On Campus 2= Off Campus 3 =With Parents	
Heading	<b>School(s) You Have Selected to be Added to Your FAFSA Application.</b>  <b>A d d Fede</b>	N/A	N/A

	<b>d Scho to ol m Code y Li st</b>		
Check box	<b>Text box with school code; Text box with school name; Combo box with housing plan options</b>	N/A	
Heading	<b>OR:  Save Checked Schools and Search Again</b>	N/A	N/A
Text	Enter Keywords or School Name: The keywords must: · Have at least three (3) characters. · Use only letters (A-Z), periods (.), dashes (-), or apostrophes (').		
Text	City:		
Combo	State:	State options	

### 2.13.3 Fill Out FAFSA - (Filloutapp\_Step6ce.jsp– Secure)

Control Type	Text or Description	Action	Field Length
N/A	<b>86-97. Federal School Codes</b> Note: You must have at least one Federal School Code entered on your FAFSA application; you may enter up to six schools you wish your information to be sent to. <b>Results for Keyword/School Search : "XXXXXX"</b> No matches found. Please try again:	N/A	N/A
Heading	<b>Search Keyword and State</b>	N/A	N/A
Text	Enter Keywords or School Name: The keywords must: · Have at least three (3) characters. · Use only letters (A-Z), periods (.), dashes (-), or apostrophes (').	N/A	
Text	City:		N/A
Combo	State:		
Heading	<b>OR:</b>	N/A	N/A

	<p><b>School(s) You Have Selected to be Added to Your FAFSA Application.</b></p> <p><b>A</b> <b>d</b> <b>d</b> <b>to</b> <b>m</b> <b>y</b> <b>Li</b> <b>st</b></p> <p><b>Fede</b> <b>ral</b> <b>Scho</b> <b>ol</b> <b>Code</b></p> <p><b>School Name</b></p> <p><b>Housi</b> <b>ng</b> <b>Plan</b></p>		
Checkbox	School information		

#### 2.13.4 Fill Out FAFSA - Filloutapp\_step6h.jsp– Secure

Control Type	Text or Description	Action	Field Length
Heading	<p><b>86-97. The following schools will receive your information:</b></p> <p>You must have at least one Federal School Code entered on your FAFSA application; you may enter up to six schools you wish your information to be sent to (if you are applying to more than six colleges, please select this link to find out what to do).</p> <p>If you would like to delete one of the schools you have listed below, select the "Delete this school" button to the right of that school.</p> <p>If you have less than 6 schools listed, you may add additional schools using the "Select School(s)" button to the right of the first unassigned row.</p>	N/A	N/A
Heading	<p><b>Feder</b> <b>al</b> <b>School</b> <b>Code</b></p> <p><b>School Name</b></p> <p><b>Housin</b> <b>g Plan</b></p>		
Text boxes	<p>86. <input type="text" value="0"/> NORTH INDIAN</p> <p>87. <input type="text" value="Not Selected"/></p>	Information about schools	

## 2.13.5 Fill Out FAFSA - Filloutapp\_step6fg.jsp– Secure

Control Type	Text or Description	Action	Field Length
Heading	<p><b>86-97. Federal School Codes</b></p> <p>Note: You must have at least one Federal School Code entered on your FAFSA application; you may enter up to six schools you wish your information to be sent to.</p> <p><b>Results for Federal School Code Number(s):</b> Please select your Housing Plan from the dropdown list.</p> <p>Found <b>6</b> matches: Please select your Housing Plan from the dropdown list</p>	N/A	N/A
Heading	<p><b>Add to my List</b></p> <p><b>Federal School Code</b></p> <p><b>School Name</b></p> <p><b>Housing Plan</b></p>	N/A	
N/A	<b>List of information about school verification search</b>	Information about schools	
Heading	<p><b>Add to my List</b></p> <p><b>Federal School Code</b></p> <p><b>School Name</b></p> <p><b>Housing Plan</b></p>	N/A	
Checkboxes	<b>School information</b>		
Heading	<b>Save Checked Schools and Verify More Federal School Code(s)</b>		
Heading	<p>Enter Federal School Code(s): You may enter up to 6 school codes Valid values are: 000000-099999. The first position must be 0 (zero), B, E, or G.</p>	N/A	
6 Text boxes	Entry for school codes		
Heading	<b>Save Checked Schools and Search for Federal School Code(s)</b>		
Text box	<p>Enter Keywords or School Name:</p> <p>The keywords must:</p> <ul style="list-style-type: none"> <li>· Have at least three (3) characters.</li> <li>· Use only letters (A-Z), periods (.), dashes (-), or apostrophes (').</li> </ul>		

Text box	City:		
Text box	State:		

## 2.14 For Preparer's Use Only, Entry Questions

### 2.14.1 Preparer information - (Filloutapp\_step7a.jsp– Secure)

Control Type	Text or Description	Action	Field Length
N/A	If anyone other than you, your spouse, or your parent(s) helped you prepare your FAFSA, the preparer will need to provide their information in this step.		N/A
Radio buttons	Did someone, other than you, your spouse, or your parent(s), prepare your FAFSA?	1 = Yes 2 = No If yes, go to Filloutapp_Step7b.jsp If no, go to step 8	1

### 2.14.2 Preparer information - (Filloutapp\_step7b.jsp– Secure)

Control Type	Text or Description	Action	Field Length
N/A	If anyone other than you, your spouse, or your parent(s) helped you prepare your FAFSA, the preparer will need to provide their information in this step.	N/A	N/A
Text	<b>100. Preparer's Social Security Number</b> Please enter this number without the dashes. For example, 123456789.  <b>OR:</b>	IsSSN()	9
Text	101. Employer ID Number:	IsEIN()	9

## 2.15 Post-Entry Pages

### 2.15.1 Review Your FAFSA - (Filloutapp\_review1.jsp– Secure)

Control Type	Text or Description	Action	Field Length
N/A	You have completed Steps 1 through Step 6 of your FAFSA and are now ready to review your application before continuing on to the next section. <b>This is not a required section.</b> If you do not want to review your application, you can skip this section and continue on to the next section.	N/A	N/A

Radio buttons	Do you want to review your FAFSA before continuing?	1= Yes, I would like to review my completed FAFSA 2= No, skip to next section	9
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### 2.15.2 Review Your FAFSA - (Filloutapp\_review2.jsp– Secure)

Control Type	Text or Description	Action	Field Length
N/A	If you need to change an answer, select the edit button for that step and page to return to the form page that includes the question you would like to correct. Once you finish editing that question, you will be taken back to the preview page to continue reviewing the rest of your FAFSA.		N/A
N/A	The question text for each of the questions followed by the answer. From question 1 to the last question on the drug conviction worksheet. The answers are formatted properly depending on the answer. Ex. \$ 1000	There is the page number "Page X" dividing up the questions.	N/A

### 2.15.3 Review Your FAFSA - (Filloutapp\_review3.jsp– Secure)

Control Type	Text or Description	Action	Field Length
N/A	If you need to change an answer, select the edit button for that step and page to return to the form page that includes the question you would like to correct. Once you finish editing that question, you will be taken back to the preview page to continue reviewing the rest of your FAFSA.		N/A
N/A	The question text for each of the questions followed by the answer. From question 36 to question 51. . The answers are formatted properly depending on the answer. Ex. \$ 1000	There is the text containing the page number, "Page X" dividing up the questions.	N/A

### 2.15.4 Review your FAFSA - (Filloutapp\_review4.jsp– Secure)

Control Type	Text or Description	Action	Field Length
N/A	If you need to change an answer, select the edit button for that step and page to return to the form page that includes the question you would like to correct. Once you finish editing that question, you will be taken back to the		N/A



	preview page to continue reviewing the rest of your FAFSA.		
N/A	The question text for each of the questions followed by the answer. From question 52 to question 78. . The answers are formatted properly depending on the answer. Ex. \$ 1000	There is the text containing the page number, "Page X" dividing up the questions.	N/A

### 2.15.5 Review your FAFSA - Filloutapp\_review5.jsp– Secure

Control Type	Text or Description	Action	Field Length
N/A	If you need to change an answer, select the edit button for that step and page to return to the form page that includes the question you would like to correct. Once you finish editing that question, you will be taken back to the preview page to continue reviewing the rest of your FAFSA.		N/A
N/A	The question text for each of the questions followed by the answer. From Parent worksheet B to question 101. . The answers are formatted properly depending on the answer. Ex. \$ 1000	There is the text containing the page number, "Page X" dividing up the questions.	N/A

### 2.15.6 "Review Application" page (Filloutapp\_review6.jsp– Secure)

Control Type	Text or Description	Action	Field Length
N/A	<p>We're now ready to review your data.</p> <p>We're going to check all your answers to make sure your information is clear and consistent. We may ask you to clarify some of your answers. Please be patient as we complete this process. Checking your answers like this ensures that you get your processing results faster.</p> <p>Select "Next" to continue.</p>		N/A

### 2.15.7 Review your FAFSA - (Filloutapp\_review7.jsp– Secure)

Control Type	Text or Description	Action	Field Length
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N/A	<p><b>Congratulations!</b></p> <p>Your application data has passed the final check successfully.</p> <p>Select "Begin Step 9: Provide Signatures" to continue.</p> <p>.</p>		N/A
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### 2.15.8 “End of Entry Edits” - (EOE.jsp– Secure)

Control Type	Text or Description	Action	Field Length
N/A	Error Found – ( <i>Followed by the error message corresponding to the edit that was raised</i> )	The appropriate validation corresponding to the fields that were raised.	N/A
The appropriate input box depending on the field that needs to be changed	<i>Question text followed by the input box</i>		N/A

### 2.15.9 “End of Entry Edits”- (EOEVerification.jsp– Secure)

Control Type	Text or Description	Action	Field Length
N/A	Verification Required to Proceed – ( <i>Followed by the error message corresponding to the edit that was raised</i> )		N/A
N/A	Question text followed by the answer in a read-only manner	N/A	N/A

### 2.15.10 End of Entry Edits Skip Logic.

Refer to the document DDD\_EOE for the logic.

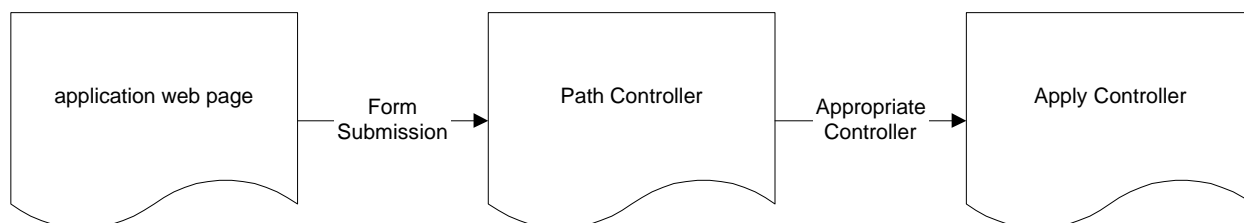
## 3 Process Flow Details

### 3.1 Apply Process Flow

The navigation throughout the apply process is set up as follows.

The static pages link together with html links until the application is started so no real control of navigation is used until then. The last static page before the application navigation begins is Complete013\_2.htm. The user either is directed to the Path Controller servlet directly from there or they go to the PIN site and then into the Path Controller Servlet.

The servlet architecture is set up by the following diagram:



There is an object called the NavState that is used to control the navigation for the user since the user must use the navigation supplied to them on the pages. They are not allowed to use the back button or refresh, or anything outside of the page logic so they do not change any data. This navigation must then make sure that the user abides by these rules or they are shown a page that explains to them their error and gives them an opportunity to continue. NavState uses the following properties:

- Action – the possible legal actions that the user can do. Specified in the table below.
- Page – the page number
- Detour – used for side parts. Ex Drug Conviction Worksheet.
- RdURL – the URL created for the page to be displayed.
- Step – the step number. Specified in a table below
- HelpURL – the URL created for the help page for the given page
- SavedPage – the last page the user was on when the application was saved
- Language – If it is the Spanish or the English version

The process begins when the user selects an action on the web page by pushing a button. This sets the appropriate action through client side java script and submits the information to the Path Controller. The Path Controller does the common functionality for each of the processes in the application. It sets the values for the paths to the jsp pages, begins a new session if needed and retrieves the navigation values from the request object. The Path Controller then directs the user to the correct controller servlet, the Apply Controller in this case. The Apply Controller gets the action specified by the user and uses a switch statement to control the process depending on this action. The process will do the needed actions such as setting properties in the FormApplyBean or creating the path to the page to be displayed or run the End of Entry edits and then redirect the user to the web page. (The FormApplyBean is the bean that holds all of the responses by the user to the questions.)

Here are the available actions for the user:

- NOOP – this is the default. This is set when the user comes from a static page where there is no action and the controller knows to direct the user to the first page of the application.
- NEXT – this is when the user is requesting to go to the next page in the application. The controller knows to take care of any maintenance based on the page the user is coming from before directing them to the web page.
- PREV – this is when the user is requesting to go to the previous page in the application. The controller does not save any data off the form when this is called, it just directs them to the web page.
- REDR – this is when the user requests a page that is not the next or previous page in the application. The controller looks for the page that the user has requested and directs them to it. If the user requests a different step from the left nav bar, the user is directed to the first page of the step.
- CONT – this is when the user has used navigation outside of the page's navigation such as the back button. The controller sets the action to cont and displays to them a message that explains the error and gives them an option to continue to the page that they were on. The page to be displayed is inconsistent\_pages.jsp.
- SAVE – this is when the user requests to save the application to the temporary database so that they can open it up at a later date. The application is saved using the dbUtil object and then the user is directed to the Filloutapp\_Save\_app page.
- EXIT – this is when the user requests to exit the application. The user is given the option to save the application if they want to before they exit. The user is then directed to the Exit\_And\_Close page.
- SRCH – this is when the user has requested to search for schools in step 6 of the application.
- VRFY – this is when the user has requested to verify schools in step 6 of the application.
- DELT – this is when the user has requested to delete schools in step 6 of the application.
- SMRY - this is when the user has requested to view their answers in step 8 of the application.
- SUBM – this is when the user has requested to submit the application in step 10.

There are special cases of this navigation when the user comes to some part that requires a separate controller. The three cases are:

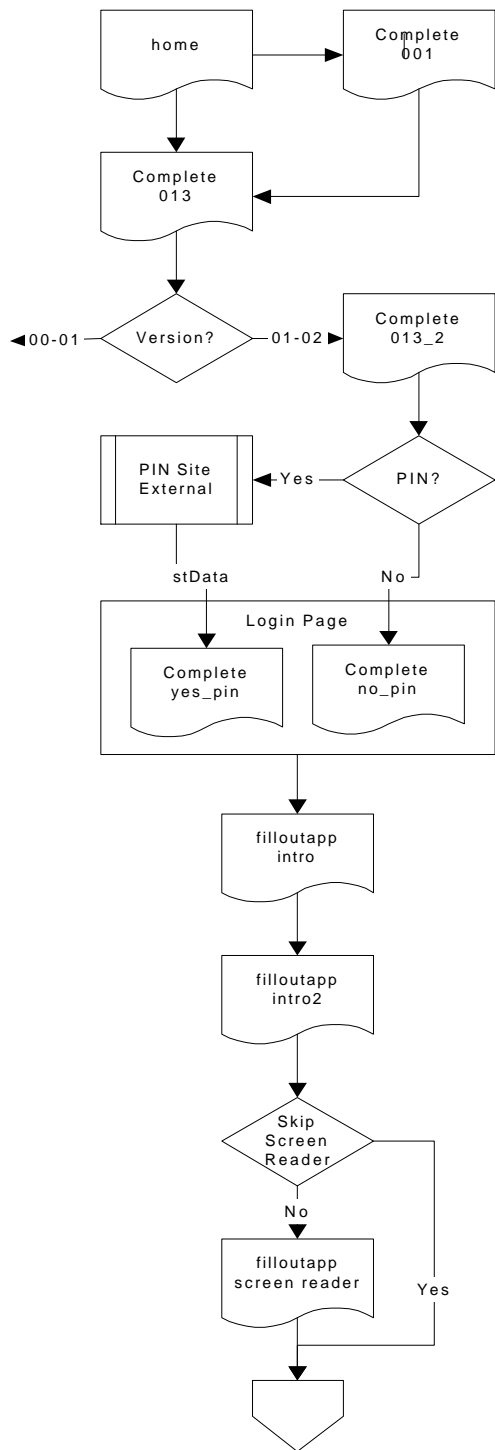
- Drug Conviction Worksheet – details found in FOTW\_DDD\_Drug Conviction Worksheet.doc
- School Search – details found in step 6 of this document
- End of Entry edits – details found in EOE\_DDD.doc and EFC\_DDD.doc

For these special cases there is a detour flag that is set depending if the user has filled out the pages or not. When the user first comes to the section, Drug Conviction Worksheet for instance, the flag is not set so the worksheet is opened to the user. After the user has finished the worksheet the flag is set so the user can continue on with the application.

The Language property of the navstate object is used as part of the path to the respective path to the correct files. The spanish jsps are kept in a spanish directory and the english jsps in an english directory. The contents of Language, ("English" or "Spanish") are appended on to the path to the directory so the respective files are found.

### **3.2 Entry Process Flow**

The following flowchart describes the flow of the intro logic.

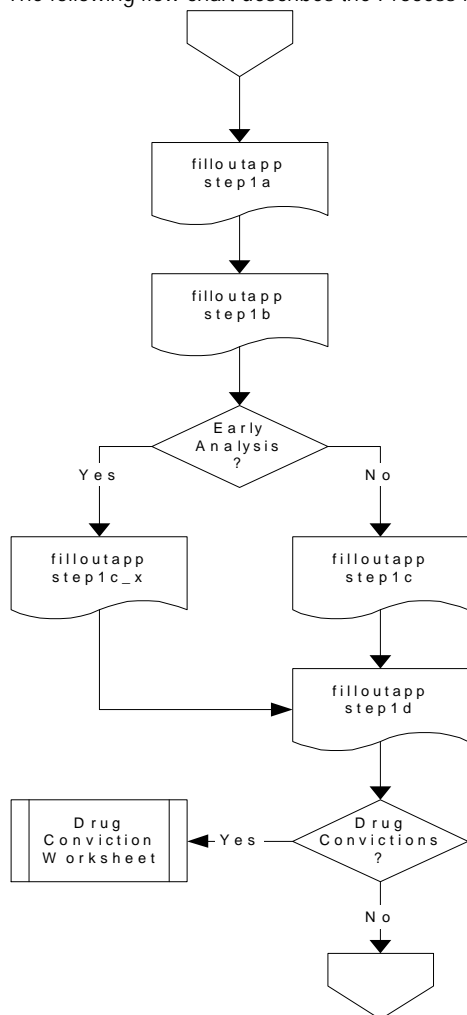


The introduction pages begin when you select a link off the index.htm page to begin a FAFSA. You can select 'Completing a FAFSA' and go to Complete001.htm which links to Complete013.htm or you can go directly to Complete013.htm by selecting 'Fill out a FAFSA'. On Complete013.htm you can select which FAFSA you would like to fill out. If you are applying to the 2001 – 2002 school year then you are directed to Complete013\_2.htm. If not, you are directed to the proper application. Complete013\_2.htm asks you if you have a PIN. If you do then you are directed to an external site where you can login. After logging in you are directed back to CompleteYES\_PIN.htm. If you do not have a PIN then you are directed to CompleteNO\_PIN.htm. Both of these PIN pages prompt the user to enter their information. If the user has logged in on the external site then that data is decrypted and displayed in a read-only manner. The user is then directed to the

filloutapp\_intro.htm page. This page offers the user information about what they are about to attempt. The user is directed to the filloutapp\_intro2.htm to find out if they want to use a screen reader for the application. The user is then passes on to the first step in the application.

### 3.2.1 Step 1 Process Flow.

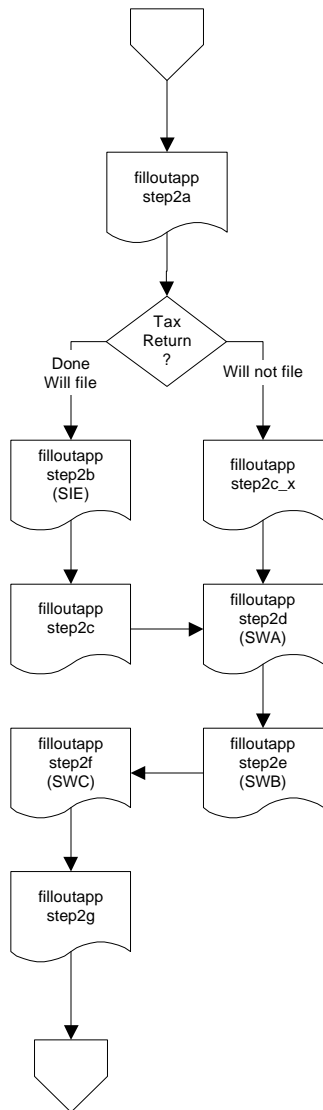
The following flow chart describes the Process for step 1.



The user begins the apply process by filling out the filloutapp\_step1a.jsp page. The information is saved upon submission of the page with the next button. The user moves on to the filloutapp\_step2b.jsp page. The next page differs depending on if the user's answer to the early analysis question. If the user is early analysis then they are directed to the filloutapp\_step1c\_x.jsp page before moving on to the filloutapp\_step1d.jsp page. If the user is not early analysis then they are directed to the filloutapp\_step1c.jsp page before moving to the filloutapp\_step1d.jsp page. On this page the user is prompted with a question about drugs. If the user selects that they have had drug convictions the the drug conviction worksheet is shown in a new window and they must fill it out before the user moves on to step 2. The logic to this can be viewed in the FOTW\_DDD\_Drug conviction Worksheet.doc document. If the user answers no to the drug question then they are directed step 2.

### 3.2.2 Step 2 Process Flow.

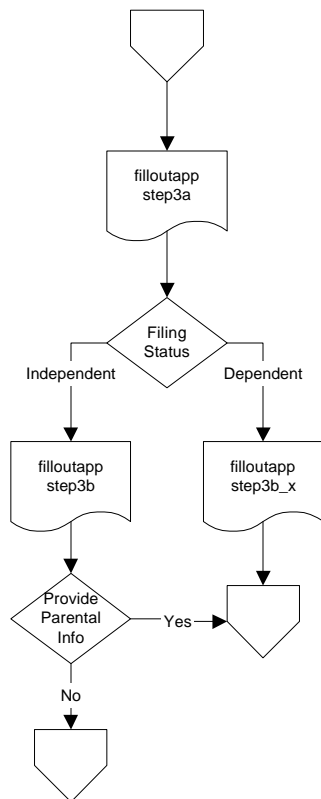
The following flow chart describes the Process for step 2.



The user begins step 3 on the filloutapp\_step3a.jsp page. The next page depends on the answer to the question on if they have filed their tax return. If the user says they will not file then they are directed to the filloutapp\_step2c\_x.jsp page and then on to the filloutapp\_step2d.jsp page. If the user will file a tax return of they plan to file then they are directed to the filloutapp\_step2b.jsp page. They move on to the filloutapp\_step2c.jsp page and then the filloutapp\_step2d.jsp page. The user then works their way through the remaining pages before moving on to step 3.

### 3.2.3 Step 3 Process Flow.

The following flow chart describes the Process for step 3

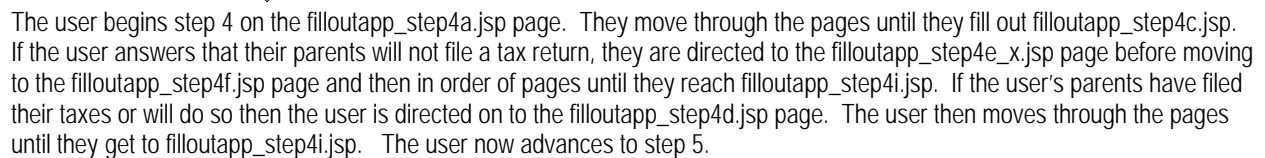


The user begins step 3 on the filloutapp\_step3a.jsp page. This page decides the status of the user as independent or dependent. If the user answers yes to any of the questions on this page, they are designated as independent. If the answers are all no, the user is designated as dependent. If the user is independent they are directed to the filloutapp\_step3b.jsp page. They are given the option of answering questions about their parents. If they say they will answer questions about their parents then they are directed to step 4. If they selected they do not want to answer questions about their parents, they are directed to step 5. If they are dependent they are directed to step 4.

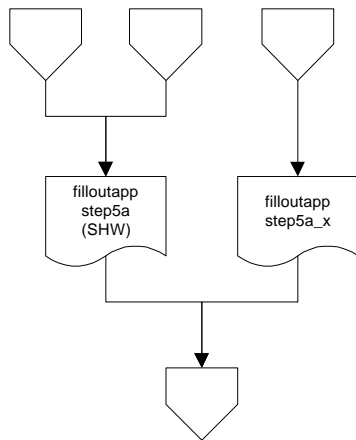
### 3.2.4 Step 4 Process Flow.

The following flow chart describes the Process for step 4.





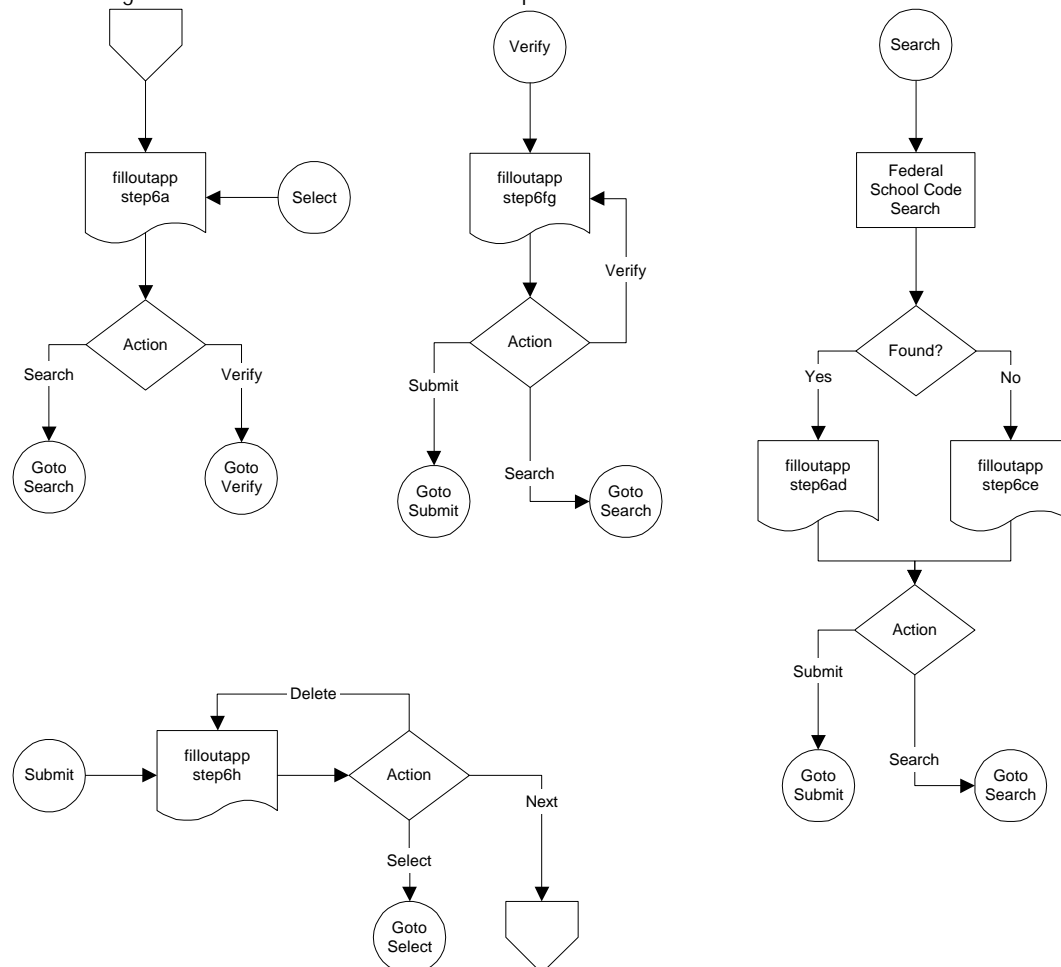
The following flow chart describes the Process for step 5.



The user begins step 5 based on their status. If the user is independent they are directed to the filloutapp\_step5a.jsp and if they are dependent they are directed to the filloutapp\_step5a\_x.jsp page. Then the move on to step 6.

### 3.2.6 Step 6 Process Flow.

The following flow chart describes the Process for step 6.



The user begins step 6 on page filloutapp\_step6a. The user then has three options:

- Search for a school

- Verify their existing schools.
- Delete a school from their selections.

### 3.2.6.1.1 Search Logic

If the user decides to search for schools they follow these steps. They fill in the search criteria on any of the pages that include the ability to search. If there is a match then the user is directed to the filloutapp\_stepad.jsp page. The user can then either submit the school as one they are interested in or they can search again by filling out the criteria again. If there is no match in the search the user is directed to the filloutapp\_stepce.jsp page. The user can again either submit the existing schools (if any) or search again. Any time that the user's selected schools show up, they have the choice of removing that choice (deleting that school from their choices).

### 3.2.6.1.2 Verify Logic

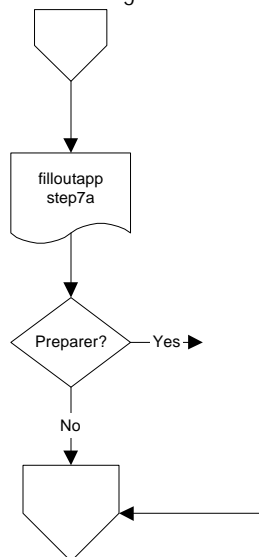
If the user decides to verify the schools that they have already chosen they follow the following steps. The user adds the verify criteria to the input boxes provided and then selects to verify the information. The user is directed to filloutapp\_step6fg and the results of the verification are shown. If the college was accurate then the information is displayed and if the college was inaccurate then a 'Not found' is displayed.

### 3.2.6.1.3 Delete Logic

When the user has some schools that they are interested in, they will have the option of deleting one from their selections. They select the school and select delete school. This takes them to filloutapp\_step6h.jsp with the school removed.

## 3.2.7 Step 7 Process Flow.

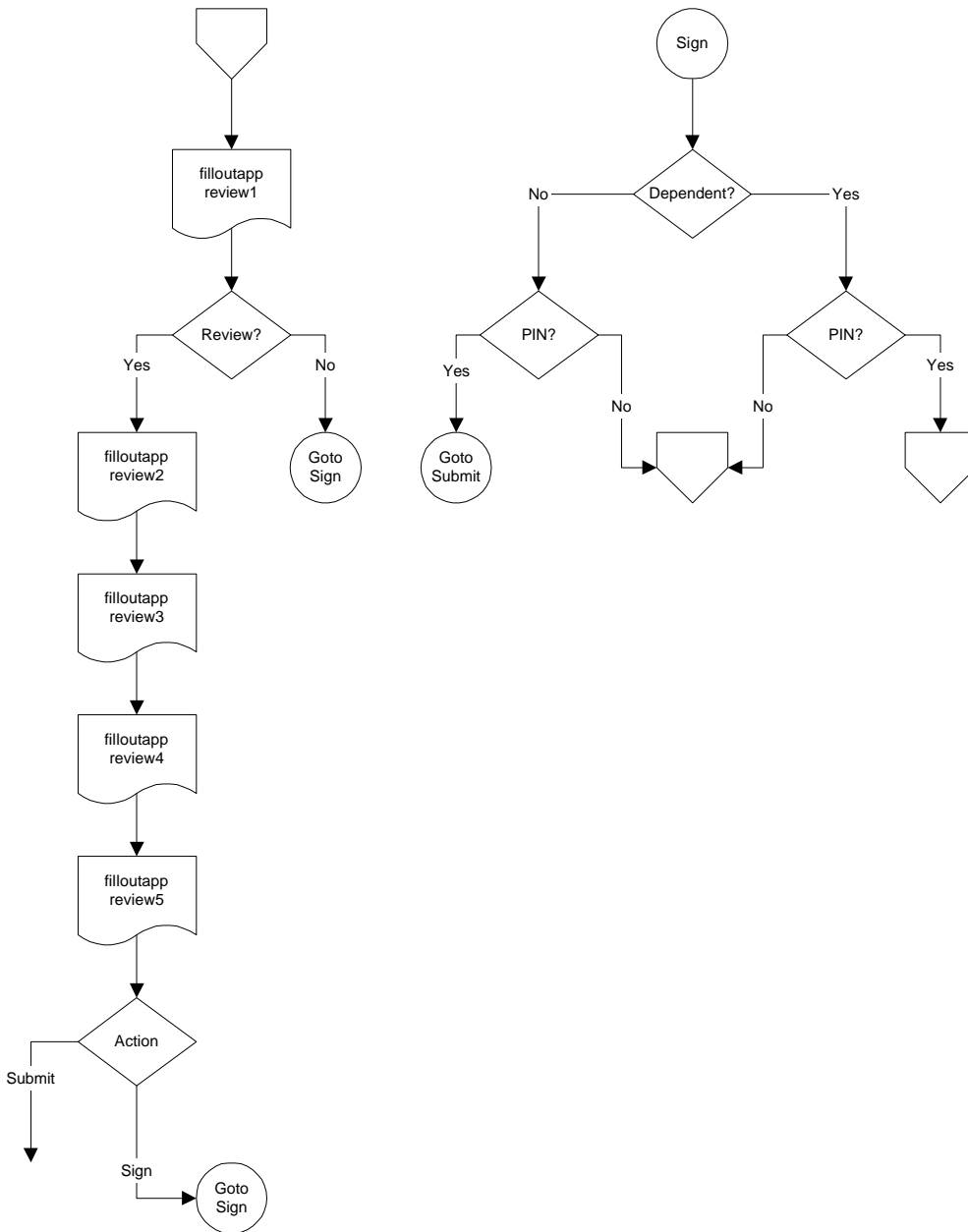
The following flow chart describes the Process for step 7.



The user enter step 7 on filloutapp\_step7a.jsp. The user is asked if they prepared their FAFSA. If the user answers yes then they move on to step 8. If they answer no then they are directed to filloutapp\_step7b.jsp before they move on to step 8.

## 3.2.8 Step 8 Process Flow.

The following flow chart describes the Process for step 8.



The user starts step 8 on the filloutapp\_review1.jsp page. The user has the choice of reviewing their application. If the user selects no then they are directed to step 9. If the user selects yes they want to review their application they are directed on to filloutapp\_review3.jsp. They continue to review their answers to the questions on pages filloutapp\_review3 to filloutapp\_review5. The first page of End of entry is the next page – (filloutapp\_review6.jsp)

### 3.3 Restore Saved FAFSA

Work in progress.

### 3.4 Error Handling

Work in progress.

## 4 Appendix

### 4.1 Session Initialization

When the session is initialized by the user entering the application process there are two things done.

1. New NavState and FormApplyBean objects are created
2. They are added to the new session

### 4.2 Page IDs

Current PageID	Step	Name/Desc.
10050	0	Filloutapp_Intro
10060	0	Filloutapp_Intro2
10070	0	Filloutapp_ScreenReader
10110	1	Filloutapp_Step1a
10120	1	Filloutapp_Step1b
10130	1	Filloutapp_Step1c
10135	1	Filloutapp_Step1c_x
10140	1	Filloutapp_Step1d
10210	2	Filloutapp_Step2a
10220	2	Filloutapp_Step2b
10230	2	Filloutapp_Step2c
10235	2	Filloutapp_Step2c_x
10240	2	Filloutapp_Step2d
10250	2	Filloutapp_Step2e
10260	2	Filloutapp_Step2f
10270	2	Filloutapp_Step2g
10310	3	Filloutapp_Step3a
10320	3	Filloutapp_Step3b
10325	3	Filloutapp_Step3b_x
10410	4	Filloutapp_Step4a
10420	4	Filloutapp_Step4b
10430	4	Filloutapp_Step4c
10440	4	Filloutapp_Step4d
10450	4	Filloutapp_Step4e
10455	4	Filloutapp_Step4e_x
10460	4	Filloutapp_Step4f
10470	4	Filloutapp_Step4g
10480	4	Filloutapp_Step4h
10490	4	Filloutapp_Step4i
10510	5	Filloutapp_Step5a
10515	5	Filloutapp_Step5a_x
10710	7	Filloutapp_Step7a
10720	7	Filloutapp_Step7b
10810	8	Filloutapp_Review1
10820	8	Filloutapp_Review2

Current PageID	Step	Name/Desc.
10830	8	Filloutapp_Review3
10840	8	Filloutapp_Review4
10850	8	Filloutapp_Review5
10860	8	Filloutapp_Review6
10870	8	Filloutapp_Review7
10875	8	Filloutapp_Review7a
11010	8	Filloutapp_Submit1a
10910	9	Filloutapp_Sign1
10920	9	Filloutapp_Sign2
10930	9	Filloutapp_Sign_print_ind
10940	9	Filloutapp_Sign_print_dep1
10950	9	Filloutapp_Sign_print_dep2
10960	9	Filloutapp_Sign_print_dep3
50110	2	DrugWorksheet_Step1
50210	2	DrugWorksheet_Step2
50310	2	DrugWorksheet_Step3
50410	2	DrugWorksheet_Step4
50510	2	DrugWorksheet_Step5a
50520	2	DrugWorksheet_Step5b
50610	2	DrugWorksheet_Step6
50710	2	DrugWorksheet_Step7
50810	2	DrugWorksheet_Step8
10610	6	Filloutapp_Step6a
10620	6	Filloutapp_Step6bd
10630	6	Filloutapp_Step6ce
10640	6	Filloutapp_Step6fg
10650	6	Filloutapp_Step6h
50910	6	Drugworksheet_Exit
80210	8	EOE
80220	8	EOE_Verification
11060		Filloutapp_Confirm
11120		Filloutapp_Exit_App
10010	0	Filloutapp_Pin_No
10020	0	Filloutapp_Pin_Yes
11020	10	Filloutapp_Submit1b
11030	10	Filloutapp_Submit1c
11040	10	Filloutapp_Submit1d
11050	10	Filloutapp_Submit1e
60110	6	SchoolCode_Search
60120	6	SchoolCode_Verify

### 4.3 Variables

Below is a list of valid variables. They are found in the FormApplyBean.

Page: Page where the field is entered

Field Name: Name of the field where the value is stored

Description: Description of the field's purpose.

Page	Description	Field Name
step_1a	Last Name	szLastName
step_1a	First Name	szFirstName
step_1a	Middle Name	szMiddleName

step_1a	Street Address	szAddress
step_1a	City	szCity
step_1a	State	szState
step_1a	Zip Code	szZipCode
step_1a	SSN Pre-pop	
step_1b	DOB Month	
step_1b	DOB Day	
step_1b	DOB Year	
step_1b	Permanent Phone Area Code	szPhoneAreaCode
step_1b	Permanent Phone Prefix	szPhonePrefix
step_1b	Permanent Phone Extension	szPhoneExtension
step_1b	Drivers License	szDriversLicenseNumber
step_1b	Drivers License State	szDriversLicenseState
step_1b	Citizen	iCitizen
step_1b	Alien Registration Number	szARN
step_1b	Student Marital Status	iStudentMaritalStatus
step_1b	Student Marital Month	iStudentMaritalMonth
step_1b	Student Marital Year	iStudentMaritalYear
step_1b	Early Analysis	iEarlyAnalysis
step_1c	Expected Summer 2001 enrollment	iEnrollmentSummer1
step_1c	Expected Fall 2001 enrollment	iEnrollmentFall
step_1c	Expected Winter 2001-2002 enrollment	iEnrollmentWinter
step_1c	Expected Spring 2002 enrollment	iEnrollmentSpring
step_1c	Expected Summer 2002 enrollment	iEnrollmentSummer2
step_1c	Fathers highest school	iFatherHighestLevel
step_1c	Mothers highest school	iMotherHighestLevel
step_1c	State of legal residence	szStudentLegalState
step_1c	Resident before Jan. 1, 1996	iStudentResidentBefore

step_1c	Month you became a resident	iStudentResidentBeforeMonth
step_1c	Year you became a resident	iStudentResidentBeforeYear
step1c_x	Highest school your father completed	iFatherHighestLevel
step1c_x	Highest school your mother completed	iMotherHighestLevel
step1c_x	What is your state of legal residence	szStudentLegalState
step1c_x	Did you become a legal resident of this state before January 1, 1996	iStudentResidentBefore
step1c_x	Month you became a legal resident of this state	iStudentResidentBeforeMonth
step1c_x	Year you became a legal resident of this state	iStudentResidentBeforeYear
step1d	Are you a male?	iMale
step1d	Do you want the Selective Service to register you?	iSSRegister
step1d	What degree will you be working on during 01-02?	iProgramDegree
step1d	What will be your grade level when you begin the 01-02 school year?	iGradeLevel
step1d	Will you have a high school diploma or GED before you enroll?	iHSDiploma
step1d	Will you have your 1st bachelor degree before 7/1/2002	iDegreeBefore
step1d	Are you interested in student loans?	iStudentLoan
step1d	Are you interested in work study?	iStudentWorkStudy



step1d	Have you ever been convicted of possessing or selling illegal drugs?	iConvicted
step2a	For 2000, have you completed your IRS income tax return or another tax return?	iStudentFiled
step2b	What income tax return did you file or will you file for 2000?	iStudentTaxType
step2b	If you have filed or will file a 1040, were you eligible to file a 1040A or 1040EZ?	iStudentFile1040A
step2b	Wages, salaries, tips, etc.	iWages
step2b	Interest Income	iInterest
step2b	Dividends	iDividends
step2b	Other taxable income	iOther
step2b	IRS-allowable adjustments to income	iAdjustments
step2b	What was your adjusted gross income for 2000?	iAGI
step2c	Enter the total amount of your income tax for 2000	iStudentIncomeTax
step2c	Enter your exemptions for 2000	iStudentExemptions
step2c	How much did you earn from working in 2000?	iStudentIncome
step2c	How much did your spouse earn from working in 2000?	iSpouseIncome

step2c_x	How much did you earn from working in 2000?	iStudentIncome
step2c_x	How much did your spouse earn from working in 2000?	iSpouseIncome
step2d	WA1. Earned income credit from the IRS Form line:	iEIC
step2d	WA2. Additional child tax credit from IRS Form 1040-line 62 or 1040A-line 39	iChildTax
step2d	WA3. Welfare benefits, including Temporary Assistance for Needy Families	iWelfare
step2d	WA4. SS benefits received that were not taxed	iSSUntaxed
step2d	Total of Student's Worksheet A(WSA) NOTE: This is the combined total of items 72-75	iTotal
step2e	WB1. Payments to tax deferred pension and savings plans, include amounts reported on the W-2 form in Box 13, codes D, E, F, G, H, and S	iPayTaxDef
step2e	WB2. IRA deductions and payments to self-employed SEP, SIMPLE and Keogh and other qualified plans from IRS Form 1040-total of lines 23+29 or 1040A-line 16	iPayIRA

step2e	WB3. Child support received for all children	iChildSupport
step2e	WB4. Tax exempt interest income from IRS Form 1040-line 8b or 1040A-line 8b	iExemptInterest
step2e	WB5. Foreign income exclusion from IRS form 2555- line 43 or 2555EZ-line 18	iForeign
step2e	WB6. Untaxed portions of pensions from IRS form 1040-lines (15a minus 15b) + (16a minus 16b) or 1040A-lines (11a minus 11b) + (12a minus 12b) excluding rollovers:	iUntaxedPension
step2e	WB7. Credit for federal tax on special fuels from IRS Form 4136 line 9 - nonfarmers only	iFuel
step2e	WB8. Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits)	iAllowance
step2e	WB9. Veterans non-education benefits such as Disability, Death Pension, or Dependency & Indemnity Compensation (DIC) and/or VA Educational Work Study allowances	iVetBenefits

step2e	WB10. Any other untaxed income not reported elsewhere on Worskeets A and B, such as worker's comp, untaxed prtions of railroad retirement benefits, Black Lung Benefits, Refugee Assistance, etc. Don't include student aid, Workforce Investments Act educational benefits, or benefits from flexible spending arrangements, eg. cafeteria plans	iOther
step2e	WB11. Cash received, or any money paid on your behalf, not reported elsewhere on this form:	iCash
step2e	Total of Student's Worksheet B(WSB) NOTE: This is total of items 78-88 above	iTotal
step2f	WC1. Education credits (Hope and Lifetime Learning tax credits) from IRS form 1040- line 46 or 1040A - line 29	iEducation
step2f	WC2. Child support paid because of divorce or separation. Don't include support for children living in your household, as reported in Quesiton 84	iChildSupport

step2f	WC3. Taxable earnings from federal Work-Study or other need-based work programs	iWorkStudy
step2f	WC4. Student grant, scholarship, and fellowship aid, including AmeriCorps awards, that was reported to the IRS in your (the student's) adjusted gross income	iGrant
step2f	46. Total of Student's Worksheet C(WSC) NOTE: this is the total of items 91-94 above	iTotal
step2g	As of today, what is the net worth of your current investments?	iStudentInvestments
step2g	As of today, what is the net worth of your current businesses and/or investment farms?	iStudentBusiness
step2g	As of today, what is your total current balance of cash, savings, and checking accounts?	iStudentCash
step2g	If you receive veteran's education benefits, for how many months from July 1, 2001 through June 30, 2002 will you receive these benefits?	iVetEdMonths
step2g	What amount of veteran education benefits will you receive per month?	iVetEdBenefits

step3a	Were you born before 1/1/1978?	iDOBPrior
step3a	Will you be working on a master's or doctorate during the school year 01-02?	iGraduateProgram
step3a	As of today, are you married?	iMarried
step3a	Do you have children who receive more than half of their support from you?	iDependentSupport
step3a	Do you have dependents who live with you and who receive more than half of their support from you, now and through 6/30/02?	iDependentLive
step3a	Are you an orphan or ward of the court, or were you a ward of the court until age 18?	iOrphan
step3a	Are you a veteran of the U.S. Armed Forces?	iVeteran
step3b	Do you want to answer questions about your parents?	iSkipParent
step3b_x	no fields	
step4a	Marital status	iParentMaritalStatus
step4a	Fathers ssn - going to one text box	szFatherSSN
step4a	Fathers last name	szFatherLastName
step4a	Mothers ssn - going to one text box	szMotherSSN
step4a	Mothers last name	szMotherLastName

step4b	Parents other children	iParentHHSChild
step4b	Other people with parents	iParentHHSOther
step4b	# of family members	iParentHHMembers
step4b	How many college students?	iParentHHCollege
step4c	Parents state of residence	szParentLegalState
step4c	Did parents become legal before 1996?	iParentResidentBefore
step4c	Month of legal residence	iParentResidentBeforeMonth
step4c	Month of legal residence	iParentResidentBeforeYear
step4c	Age of older parent	iParentAge
step4c	Have they completed tax form yet?	iParentFiled
step4d	Type of parents income tax form	iParentTaxType
step4d	Eligible to file a 1040a?	iParentFile1040A
step4d	Parents Wages, salary, tips, etc	iWages
step4d	Parents interest income	iInterest
step4d	Parents dividends	iDividends
step4d	Other taxable income	iOther
step4d	IRS allowable adjustments	iAdjustments
step4d	Parents adjusted gross income	iAGI
step4e	Parents income tax for 2000	iParentIncome
step4e	Parents exemptions for 2000	iParentExemptions
step4e	Father earn in 2000	iFatherIncome
step4e	Mother earn in 2000	iMotherIncome

step4e_x	How much did father earn?	iFatherIncome
step4e_x	How much did mother earn?	iMotherIncome
step4f	Earned income credit	iEIC
step4f	Additional child tax credit	iChildTax
step4f	Welfare benefits	iWelfare
step4f	Social Security benefits	iSSNUntaxed
step4f	Total	iTotal
step4g	payments to tax deferred pension	iPayTaxDef
step4g	IRA deductions and payments to self employed	iPayIRA
step4g	Child support for all children	iChildSupport
step4g	Tax exempt interest income from the IRS	iExemptInterest
step4g	Foreign income exclusion	iForeign
step4g	Untaxed portion of pensions	iUntaxedPension
step4g	Credit for federal tax on fuels.	iFuel
step4g	Housing, food and other living allowances	iAllowance
step4g	Veterans non-education benefits	iVetBenefits
step4g	Any other untaxed income.	iOther
step4g	Total	iTotal
step4h	Education credits from IRS	iEducation
step4h	Child support being paid.	iChildSupport
step4h	Taxable earnings from work study?	iWorkStudy
step4h	Student grant, scholarship, etc	iGrant
step4h	Total of parents worksheet	iTotal



step4i	Net worth of your parent's investments?	iParentInvestments
step4i	Net worth of your parents businesses?	iParentBusiness
step4i	Parent's total cash?	iParentCash
step5a	Household info - # of children if provided more than 1/2 their support	iYourself
step5a	Household info - # of children if provided more than 1/2 their support	iMarried
step5a	Household info - # of children if provided more than 1/2 their support	iStudentHHSChild
step5a	Others that you have provided 1/2 their income.	iStudentHHOther
step5a	# of family members in 2001 - 2002?	iStudentHHMembers
step5a	How many of above will be college students between July 1, 2001, and June 30, 2002?	iStudentHHCCollege
step5a_x	no fields	
step6a	Search page - fill in key words.	szName szCity szState szCode0 szCode1 szCode2 szCode3 szCode4 szCode5
step6b	schoolbeans 1 - 6	

step6b	Federal School code	szCode
step6b	Name of College	szName
I	Housing plan	szHousingPlan
step6b	College city	szCity
step6b	College state	szState
step6b	Which school year are you applying for?	?
step6c	Search page - fill in key words.	
step6d	schoolbeans 1 - 6	
step6d	Federal School code	szCode
step6d	Name of College	szName
step6d	Housing plan	szHousingPlan
step6d	College city	szCity
step6d	College state	szState
step6d	Which school year are you applying for?	?
step6e	schoolbeans 1 - 6	
step6e	Federal School code	szCode
step6e	Name of College	szName
step6e	Housing plan	szHousingPlan
step6f	schoolbeans 1 - 6	
step6f	Federal School code	szCode
step6f	Name of College	szName
step6f	Housing plan	szHousingPlan
step6f	College city	szCity
step6f	College state	szState
step6f	Which school year are you applying for?	?
step6g	schoolbeans 1 - 6	
step6g	Federal School code	szCode
step6g	Name of College	szName
step6g	Housing plan	szHousingPlan
step6g	College city	szCity
step6g	College state	szState

step6g	Which school year are you applying for?	?
step6h	schoolbeans 1 - 6	
step6h	Federal School code	szCode
step6h	Name of College	szName
step6h	Housing plan	szHousingPlan
step7a	Other than spouse or parents fill out your fafsa?	iPreparer
step7b	Preparer's SSN - going to one text box for SSN	szPreparerSSN
step7b	Employer ID number	szPreparerEIN

#### **4.4 JavaScript Validation Functions**

<b>Name of Function</b>	<b>What it validates</b>
IsPassword	Makes sure it does not contain certain characters
IsTwoCharacterName	Makes sure password1 = password2
IsFieldEmpty	Only letters
	Length of 2
	Empty field
IsDate	Must be a valid date
IsMonthYear	The month and year are valid
IsName	Must be letters
	Length of 1
IsMiddleInitial	Only letters
IsAddress	Only letters and some characters allowed
IsCity	Only letters
IsZipCode	Only numbers and correct length
IsAreaCode	Length of 3 and only numbers
IsPrefix	Length of 3 and only numbers
IsExtension	Length of 4 and only numbers

IsDriversLicenseNumber	Letters and numbers
IsARN	Only numbers
IsSignedInteger	Only positive integers
IsUnsignedIntegers	All integers
IsSSN	Only numbers and correct format
IsEIN	Only numbers
IsSchoolName	Only letters and some characters
IsSixChecked	Not more than six schools selected
IsEmailAddress	Correct email address format
IsChecked	At least one radio button selected
IsSelected	Combo box selected

Navigation Action	Constant Value	Description
NOOP	10	No operation (default or first time into the application)
NEXT	11	Next page
PREV	12	Previous page
REDR	13	Redirect
CONT	14	Continue (If navigation is confused)
SAVE	15	Save the session data
EXIT	16	Exit application
SRCH	60	Search for a school code
VRFY	61	Verify as school code
DELT	62	Delete a school code
SMRY	63	Review pages
SUBM	64	Submit the application to the db

Step	Description
00	Introduction
01	Personal Info

Step	Description
02	Financial Info
03	Dependency Status
04	Parent Info
05	Household Info
06	Schools
07	Final Check/Review
08	Signatures
09	Print
10	Submit